

INSTRUCTIONS FOR MIDDLE EAST REGION – CIVIL AIR PATROL
FY17 TRAVEL VOUCHER

Item #1. Check which method of payment you wish to use: Check or EFT (Electronic Funds Transfer).

Item #2. Enter a valid e-mail address

Item #3. Enter your name: Last, First, Middle Initial

Item #4. Enter your telephone number in case NHQ needs to reach you.

Item #5a. Enter your address: Number and Street

Item #5b. Enter the name of your city

Item #5c. Enter the name of your state.

Item #5d. Enter your zip code.

Item #6. Enter the purpose of your travel, i.e., Virginia Wing Conference, etc.

Item #7. Enter the destination of your travel.

Item #8a. Enter the departure date of your travel.

Item #8b. Enter the date travel was completed.

Item #8c. Enter the number of Non-travel days.

Item #8d. Enter number of non-business/vacation dates.

Item #8e. Ignore. This item cannot be changed.

Item #9. Ignore this ENTIRE section. Middle East Region does not pay for mileage. Just total your gas receipts and enter them under Item #12.

Item #10a. Check either 10b or 10c. 10a is not applicable as MER does not pay per diem.

Item #10b. Total your meal receipts for Breakfast, Lunch and Dinner. Legible receipts MUST be attached. No alcohol is reimbursed.

10c. Enter the number of meals provided such as banquet, lunch, etc.

Item #10d. Ignore. We do not pay per diem for lodging.

Item #11. Check this box if your travel is Commander Directed.

Item #12. List your expenses in the proper row. Indicate under the proper column whether the expense was on a Corporate Credit Card or Personal Credit Card. Personal cash expenses should be entered under the personal credit card column. Fill in blank rows to indicate expenses not listed.

Item #13. Accounting Classification is a drop down menu. Click on this box and then click on the down arrow on the right to reveal the accounts. Find your travel account and click on it.

Date Submitted: This is not a numbered item. It is located under the total for Personal Expenses.

Be sure to attach or email all receipts for reimbursable expenses. No expenses will be reimbursed without receipts.

There is no place to sign this document. Submission of the form to the Finance Officer is acknowledgement that "I certify that the total amount of expenses was incurred for Civil Air Patrol purposes."

All vouchers for reimbursement must be submitted within 60 days or they will NOT be paid.